

APPENDIX G

PROCEDURES FOR USE OF STATE EMERGENCY RESERVE ACCOUNT

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(A) **General**

Section 25354, California Health and Safety Code, authorizes the disbursement of funds from the California Environmental Protection Agency (CAL EPA), Department of Toxics Substance Control, (DTSC) Emergency Reserve Account (ERA). CAL EPA may expend funds available in the Reserve Account for the purpose of taking corrective action necessary to remedy or prevent an imminent emergency resulting from a fire or explosion of, or human exposure to, hazardous substances. This includes "midnight dumping" of barrels or discharges of fluids; spill situations without a responsible party or other actions needed to prevent potential emergencies (e.g. fencing, guard service, sampling, or immediate remedial measures for dangerous sites with uncooperative responsible parties). In some instances, emergency response associated with illegal drug laboratory wastes is eligible for funding.

Verification of hazards and utilization of emergency reserve account funds are the joint responsibility of the County Office of Emergency Services and the Environmental Management Department (EMD). EMD works jointly with CAL EPA in overseeing corrective actions and the work of cleanup contractors.

Prior authorization for funding is a must, and no retroactive payments are made by the state.

(B) **Criteria for Requesting Funds**

Before requesting assistance, local agencies should determine:

1. If the material is a hazardous substance.
2. The quantity released or spilled.
3. The hazard characterization (the substance should be identified to show toxicity, demonstrate a pH of greater than 12.5 or less than 2, be reactive, or flammable).
4. Location of the incident relative to waterways, the public, and sensitive environmental areas.
5. Whether the property is publicly or privately owned (areas under the control of state or federal agencies will not usually be eligible for funding).
6. That potential responsible party or alternative funding is not available.

(C) Special Conditions for Use of State Funds

1. ALL INCIDENTS MUST BE REPORTED TO DTSC IN ADVANCE OF FUNDS BEING OBLIGATED AND THE DTSC DUTY OFFICER IS THE ONLY PERSON THAT CAN AUTHORIZE A CONTRACTOR TO RESPOND.
2. In instances where hazardous wastes have been abandoned on property where the owner is clearly not the perpetrator and the wastes do not have an identifiable owner, state funding may be requested.
3. Funding for drug laboratory waste cleanup will only be approved when such wastes are found abandoned in an area accessible to the public or are associated with a clandestine drug laboratory in an area accessible to the public. Cleanup of materials found associated with planned law enforcement action, including contaminated appurtenances, will not be financed by DTSC if such materials can be secured as evidence or from public access.
4. In emergencies with a responsible party who is willing to be accountable, but the cleanup contractors will not do the work because of questionable credit histories, the responsible party may be backed up by the assurance of ERA funding in the event of failure to pay.
5. Potentially dangerous situations involving uncooperative responsible parties may be stabilized by the state to prevent emergencies.
6. Cleanup of the following materials involved in incidents will not be funded unless special circumstances exist which are determined by DTSC to represent a significant threat to human health (e.g., larger volumes or the presence of PCB's confirmed by laboratory analysis):
 - Waste oil
 - Diesel fuel
 - Fuel tank spills from vehicular accidents
 - Radioactive waste
 - Infectious waste
 - Latex paint
 - Household hazardous materials
7. Properties owned by the Federal Government or by the State of California will not be eligible for funding. The specific agency in control of the property will bear responsibility for the cleanup unless a clear emergency exists which the responsible agency is unable to address in a proper and timely manner. In remote areas or other instances where ownership is uncertain, the ERA may be used if a delay to verify ownership would create an endangerment.
8. Releases on state highways or within state highway right-of-ways will be handled by the California Department of Transportation (CALTRANS).

Reports of such releases should be addressed to OES who will in turn notify CALTRANS.

(D) To Request Funding

Contact the County Office of Emergency Services (through Communications), or the Governor's Office of Emergency Services 24-hour toll free number (800) 852-7550, and request that the Warning Control Officer contact the on-call Duty Officer in the CAL EPA, Department of Toxic Substance Control to seek approval for assistance from the reserve account. The Duty Officer will contact the local agency making the request as soon as he/she is notified.

(E) Reporting Requirements

1. As a condition of receiving funding, requesting agencies must complete an "Emergency Response Incident Report" and the "Cleanup Work log" (see attached). Manifests, contractor's service orders, and photographs must also be submitted.
2. Responsible party information collected during or after the incident investigation has been completed must be submitted to the state.
3. Responsible party information may include the names and addresses of property leaseholders, property owners, assessor parcel numbers, vehicle licenses or identification numbers, names of registered owners and driver's license numbers.
4. Other details that may be available at the scene of an incident and need to be reported include the following:
 - names affiliations of other agency personnel responding to the incident.
 - names/address of witnesses
 - container label information
 - container label information
 - bills of lading
 - other evidence, e.g. cancelled checks, old letters and/or medical prescriptions.

CLEANUP WORK LOG

Parties of Cleanup:					
Contractor:					
Contractor's Representative:					
Time of Contractor Arrival:			Time of Equipment Arrival:		
Description of Extent of Contamination:					
Soil:					
Water:					
Air:					
Other:					
Description of Cleanup Procedures Used:					
Equipment Utilized				Labor Utilized	
Description	Time		Job Classification	Time	
	Arrive	Depart		Arrive	Depart

Materials Utilized		Materials Utilized	
Description	Number of Units	Description	Number of Units

(Use additional sheets for the above information **IF** needed.)

Quantity of Hazardous Materials Removed (Identification procedures. Lab results if available):	
Registered Hauler Utilized:	Hauler Number:
Material Transported To:	Manifest Number:
Time and Date Job Was Completed:	
Current Status of Site:	
Reported By:	Agency:

EMERGENCY RESPONSE INCIDENT REPORT

State Duty Officer:	ERER#:
Date of Incident:	Time:
Descriptive Location:	
Address:	Zip:
Description of Incident:	
Substances Released:	

If a Department of Health Services Contractor is not used, complete the information in this box.

Estimated Cost of Cleanup: _____

Contractor Utilized: _____

Justification of Contractor Choice: _____

Justification of Contractor Choice: _____

Quantity:		
Characteristics of Released Substance(s):		
RESPONSIBLE PARTY		
NAME	ADDRESS	PHONE #

Description of initial Mitigation Measurer (evacuation, crowd control, substance identification):	
Reported by:	Title:
Agency:	
<i>I certify that this release or spill required immediate corrective action necessary to remedy or prevent an emergency resulting from a fire or an explosion of, or human exposure to hazardous substance.</i>	
<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div>	Signature: Agency:

APPENDIX H

RECORD OF REVISIONS AND AREA PLAN DISTRIBUTION LIST

The first Notice of Revision to the Sacramento County 2003 Area Plan was mailed out in February of 2007. Each of the agencies identified on the following table were given copies of the 2003 Area Plan and asked to submit comments and/or suggested changes. The updated Area Plan was completed in September 2007. Sacramento County is mandated by law to revise the Area Plan every three years. Any revisions to the Plan prior to the 2010 review date will be identified in this section.

Any changes, updates or corrections that are required prior to the 2010 review date should be forwarded to:

Heather Tanner
Environmental Specialist III
Sacramento County EMD
8475 Jackson Road, Suite #230
Sacramento, CA 95827
(916) 875-8477
tannerh@saccounty.net

AREA PLAN DISTRIBUTION CONTACT LIST

LOCAL PARTICIPANTS	
Elk Grove Community Svcs. District Fire Dept. Steve Foster, Fire Chief (405-7100) 8820 Elk Grove Blvd., Elk Grove, Ca 95624	City of Folsom Fire Dept. Eric Dutton, Fire Chief 48 Natoma St., Folsom, CA 95630
Galt Fire Protection District James Templeton, Fire Chief (209-743-1001) 208 A St., Galt, CA 95632	Isleton Fire Protection District George Apple, Fire Chief PO Box 716, Isleton, CA 95641
Sacramento Metro Fire District Don Mette, Fire Chief (566-4000) 2101 Hurley Way, Sacramento, CA 95825	Wilton Fire Protection District Tom Dark, Fire Chief (687-6920) 900 Dillard Road, Wilton, CA 95693
Herald Fire Protection District Glen Hendrickson, Fire Chief PO Box 52, Herald, CA 95638	Courtland Fire Protection District Stan Eddy, Fire Chief (775-1210) PO Box 163, Courtland, CA 95615
Walnut Grove Fire Protection District Joe Sanchez, Fire Chief PO Box 41, Walnut Grove, CA 95690	Delta Fire Protection District Mark Nelson, Fire Chief (374-2233) 350 Main St., Rio Vista, CA 94571
Sac City Haz Mat Coordinators Rick Vasquez, Rodney Tatahishi (264-1958) 3230 J St., Sacramento, Ca 95816	Sacramento City Fire Department Forrest Adams, Fire Chief 5770 Freeport Blvd., Suite #200, Sacramento, CA 95822
Sacramento County Operations (OES) Rick Martinez (874-4670) 711 G. St., Room 209A, Sacramento, CA 95814	County Communications (MC #60-008) Jim Campbell (875-6900) 3700 Branch Center, Sacramento, CA 95827
County PW – Water Resources Ken Ballard (874-4680) MC #01-301	County PW – Water Quality (MC 60-008) Glen Del Sarto (875-6554) 9660 Ecology Lane, Sacramento, CA 95827
County Ag Department Julie Jensen (875-6603) 4137 Branch Center, Sacramento, CA 95827	Sacramento Metro Air Quality Mngmt District (SMAQMD) Kevin Leonard 777 12 th St., 3 rd Floor, Sacramento, Ca 95814
County Health Dept. Dr. Karen Tait 7001-A E. Parkway #600A, Sacramento, CA 95823	

AREA PLAN DISTRIBUTION CONTACT LIST

LAW ENFORCEMENT	PUBLIC WORKS
Sacramento City Police Department (264-5471) 5770 Freeport Blvd., #100, Sacramento, CA 95822	City Public Works – Risk Management Laura Fisher (433-2276) 5730 24 th St., Bldg #1, Sacramento, CA 95822
City of Elk Grove Police Department Edwin Flint, Chief 9250 Bond Road, Elk Grove, CA 95624	City of Elk Grove, Public Works 8401 Laguna Palms Way, Elk Grove, Ca 95758
City of Citrus Heights Police Department Henry Serrano, Chief 6237 Fountain Square Drive, Citrus Heights, CA 95621	Citrus Heights Operations & Maintenance Dept. Paul Elwood (727-4770) 6237 Fountain Square Drive, Citrus Heights, CA 95621
City of Folsom Police Department 46 Natoma Street Folsom, CA 95630	City of Folsom, Haz Mat Division Darin Ajax (355-8361) 50 Natoma St., Folsom, CA 95630
Sacramento County Sheriff Cpt. Larry Saunders (977-1819) 300 Fulton, Sacramento, CA 95821	County PW – Transportation Jeff Welchman (875-5125) MC #71-003
City of Rancho Cordova Police Department 10361 Rockingham Drive Sacramento, CA 95827	
STATE PARTICIPANTS	
California Highway Patrol (CHP) 11336 Trade Center Drive PO Box 640, Rancho Cordova, Ca 95741	CA Department of Fish & Game Carol Ozz/Paul Hamilton 1416 9 th St., Sacramento, CA 95814
Inland Region HQ, OES Mike Warren 3650 Schriever Ave., Mather, CA 95655	Cal Trans Janeen Rich (263-3257) 3940 Rosin Ct., Sacramento, CA 95834
State Water Resources Control Board (SWRCB) Water Quality Stanley Martinson, Chief 1001 I St., PO Box 100, Sacramento, Ca 95814	Dept. of Water Resources (DWR) Thomas Hannigan, Director PO Box 942836, Sacramento, Ca 94236
California Air Resources Control Board (CARB) Jim Ryden, Division Chief, Enforcement Division HQ Building, 1001 I Street PO Box 2815, Sacramento, CA 95812	Department of Industrial Relations (DIR) Office of the Director 455 Golden Gate Ave., San Francisco, CA 94102
Department of Pesticide Regulations (DPR) Eric Smith (372-6892) 3050 Beacon Blvd., #103, W. Sacramento, CA 95691	Dept. of Health Services Emergency Preparedness Office (EPO) Patricia Felton, Asst. Dpty Directory 601 N. 7 th St., Sacramento, Ca 95814

AREA PLAN DISTRIBUTION CONTACT LIST

PRIVATE SECTOR	
American Red Cross – Emergency Svcs. Rick Neville, Director ES (368-3146) 8928 Volunteer Lane, Sacramento, CA 95826	CA National Guard